

# NEW TO JOB HUNTING?

A completed job application is one of the most important items you will give to a potential employer. The job application gives more information about who you are than the obvious employment and education history.

## **HERE ARE A FEW TIPS TO HELP YOU SUBMIT THE BEST APPLICATION EVER!**



**Familiarize yourself with the Application.** Read over the entire application and supplemental sheets carefully and follow the instructions! Some applications ask for different information—and all have specific spaces for your answers. Think of your application as your first test in following instructions.

**Be complete and thorough.** Avoid leaving blank spaces on your application. For questions that do not apply to you, always respond with 'not applicable' or 'n/a.' DO NOT WRITE 'SEE RESUME' when completing your application.

**Be Prepared. Know your job history.** This includes dates of employment for *each* employer, complete street address, city and zip code, and name of supervisor, their title, and contact information. Having a copy of your resume on hand to refer to is also very helpful!

**Don't have any paid job history?** Don't Fret! You should include any volunteer work, babysitting, church activities, positions held in school clubs or team sports, Boy Scouts, Girl Scouts, etc. Everyone has to start somewhere!

**Use your best penmanship!** Complete the application as neatly as possible. Always use a blue or black pen and avoid cross outs.

**Online applications are available for City of Rialto positions.**

**Always be truthful when listing information about yourself on your application.**

**Proofread.** Once you've completed the application, take a moment or two to proofread the document, check for errors, especially misspellings or incomplete information.

**Make a copy.** You may also want to keep a copy of the application and job flyer for your files—this way you can refer to this information when called for an interview.

Take your time and do the very best you can, always keeping in mind the goal of the application is to get you an interview!

**THE CITY OF RIALTO WISHES YOU GOOD LUCK!**